

Land and Water Conservation Fund Submission Guidelines FY2006

I. Program Guidance

- Land acquisition project priorities will be determined using the attached ranking criteria. State Office (SO) Land and Water Conservation Fund (LWCF) Program Leads will carefully review and verify individual and collective point totals for accuracy. SO Program Leads will prepare a return transmittal memo for the State Director's signature to WO-350 (forwarded electronically).
- The LWCF Act is a funding authority only, not a purchase authority. All proposed purchases must be in accordance with existing authority and approved land use plans.
- Submissions are limited to any unit of the National Landscape Conservation System (NLCS) including; National Conservation Areas, National Historic and Scenic Trails, National Monuments, National Wild and Scenic Rivers, and Wilderness. In addition to listed NLCS units, two Bureau of Land Management (BLM) planning designations, Areas of Critical Environmental Concern and Special Recreation Management Areas are eligible for submission. Proposals not meeting this requirement will be rejected from consideration.
- Submissions will verify that identified parcels are available from a willing seller(s), that land exchange or purchase of conservation easement has been considered as an alternative to fee purchase, and will disclose involvement of third party conservation groups monetarily involved in the proposed purchase.
- All purchases must be voluntary unless condemnation is authorized by the legislation governing the project.
- Concerns over erosion of tax base (via land acquisition) and "no net gain" are issues in some areas. Be sensitive to securing local support and look to alternatives to fee purchase (i.e. conservation easement) where the purchase of an easement interest would comply with BLM resource management goals, are of interest to willing sellers, and would meet the needs of the recreating public (conservation easements generally do not provide for public access).
- Emphasis will be placed on completing existing projects, on projects utilizing multiple acquisition methods (including exchange and donation), and on the contribution of leveraged purchase and/or management funds from non-BLM sources.
- No purchase can be completed until hazardous material examinations have been performed and any remediation costs approved (remediation costs are typically borne by the seller).
- Line item LWCF appropriations (3110 funds) may only be used for purchase consideration of parcels within and/or contiguous to an approved project boundary. Acquisition Management LWCF appropriations (3130 funds) may be used for costs directly related to acquisition by purchase, or costs directly associated with donation, and exchange actions, when parcels acquired by these methods are within and/or contiguous to an approved project boundary.
- Generally, LWCF project areas are multi-parcel projects. Although a single parcel may constitute the limits of a project area, a broader project boundary is more desirable. Multiple parcel projects provide greater negotiating flexibility in spending line item appropriated (3110) funds.
- Select a project name and retain it for the duration of the project.
- Land and interests in land purchased with LWCF appropriations will perpetually remain in Federal ownership.
- LWCF appropriations are one of the very few sources of funding which can be used for fee purchase of property. Therefore, it may be most appropriate to utilize "resource" accounts for purchase consideration when pursuing purchase of less than fee interest of property (i.e. access and conservation easements).

- The purchase price cannot exceed appraised fair market value without prior approval of Congress.
- LWCF appropriations cannot be used for construction on purchased lands (fee or easement).
- Lands conveyed from state government or a political subdivision thereof may only be acquired by donation or exchange (except in Arizona).
- Unobligated line item LWCF appropriations (3110 funds) will carryover and remain with the project a maximum of three years, before being considered for reprogramming, rescission, or transfer. Long term, inactive carryover balances, of any amount, may be subject to reprogramming or emergency transfer with little or no advance notice.

II. Submission Requirements

Written documents must be submitted in Microsoft Word. Maps must be submitted as Adobe Acrobat files. All documents must be submitted in portrait format. Use attached formats exactly.

A. Submissions

There are no State cost targets or base levels of funding for the LWCF program. The recommendation of national priorities by the National Review Team to the Director and the selection of national priorities by the Director will depend on many factors, including how well projects rank in comparison with those submitted by other states. A State Director's ranking is a recommendation to the National Review Team. Final selection of national priorities may alter these priorities to reflect national goals. Each submission must include a completed Narrative, Fact Sheet, Departmental Ranking Sheet, and Maps. All documents will be submitted electronically.

Narrative

The one page Narrative outlines project information, including; Location, Congressional District, Purpose, Purchase Opportunities, Cooperators, Project Description, Operations and Maintenance (O&M) cost, and a DOI "Mission Goal". Each Narrative includes a "Data Box" describing historic acquisition accomplishment, proposed purchase action, and pending future action. Acres listed in each field will include both fee and conservation easement interest. Descriptions should be brief and concise and not exceed the space provided. The Project Description should be written as a marketing tool. Address the acreage of the project, significant geographic features, major resource attributes (historic, recreation, scenic, wildlife, etc.), visitation, and Department of the Interior (Bureau of Land Management, Fish and Wildlife Service, National Park Service) and Department of Agriculture (Forest Service) units contiguous to and/or in close proximity. If your proposal is associated with a BLM National Landscape Conservation System (NLCS) unit, it is recommended you use the unit description (or a condensed version thereof) as guidance for the Project Description, available online at <http://www.blm.gov/nlcs>. Significant conservation-related units (including National Wildlife Refuge, National Park, and National Forest system units), as well as State and County conservation units (including parks, wildlife management areas, etc.) should be addressed. A sample FY2005 submission has been provided to State Office LWCF Program Leads under separate cover.

Fact Sheet

A one page Fact Sheet provides relative, supporting information at a glance. This information will be heavily utilized by the National Review Team and will supplement the resource description of the project provided by the Narrative. Descriptions should be brief, direct, and to the point.

Maps

The LWCF maps are used for a very specific purpose (including Agency, Departmental, and Congressional review). Maps will be completed for each project and reflect the acquisition goals of the proposal. An overview map will be the first of each map series. The overview map will geographically depict the project in relationship to adjacent Federal/State/County conservation features. Subsequent map(s) will focus greater detail on specific areas within the project area where current-year purchases are targeted. Land previously acquired by purchase, exchange, and/or donation will be identified as 'Completed Acquisition'. The BLM's National Science and Technology Center will contact you regarding submission of additional mapping data for customization to national standards, should your

submission be recommended as a priority by the National Review Team and selected by the Director. Questions regarding map preparation should be directed to Dick Todd, WO-350, at (503) 375-5664.

LWCF Map Data Submittal Guidelines

- Dependent on the GIS platform used, provide ArcInfo export files (E00 files), ArcMap or ArcView projects with all associated core data layers (coverage files or shape files are acceptable) for all categories in a single directory which should be submitted on a CD. The categories to address are Public Land Survey System (PLSS)/ownership, project boundary, hydrography, transportation, National Scenic/National Historic Trails (within or adjacent to the project area), and urban 'built-up' areas.
- The GIS data layers must include sufficient additional area outside the project window (see FY2004 samples).
- Ownership coverage will be prepared consistent with H-1553 Publication Standards Manual Handbook. Information regarding the categories and color palette standards can be found at the National Science and Technology Center (NSTC) website at <http://www.blm.gov/nstc>.
- The preference is for PLSS data and ownership data to reside in the same coverage. If not, ownership data should be vertically integrated with PLSS data.
- Include the name of the 100K map(s) contained within the project area.
- Include the projection information for the GIS data.
- Geographic information described in the project narrative should also be labeled on the maps.

Departmental Ranking Sheet

A one page Departmental Ranking Sheet will be completed for each submission. Use the criteria and instructions as described on pages 6-8.

B. Acquisition Management

It is appropriate to propose an exchange utilizing Acquisition Management (3130) funds to share processing costs, when lands acquired through exchange are within an approved or pending LWCF project area. Inquire about the availability of Land Exchange Equalization Payment (3120) funding from your State Office LWCF Program Lead.

The allocation of Acquisition Management (3130) funds is reviewed and adjusted annually. There are no State Office "base funding" allocations in the Acquisition Management (3130) program. The annual distribution of Acquisition Management funds to State Offices is based on carry-over prior year line-item funding (all LWCF sources), reportable accomplishment for the prior year, current year line-item (3110) appropriations, the number of parcels targeted for purchase in a given fiscal year, the complexity of specific purchases, anticipated purchases with LWCF Emergency/Inholding funds, encumbered staffing levels, staffing centralization vs. decentralization of the purchase function within the geographic bounds of a State Office, and the use of funding to assist with donation and/or exchange-related costs within project areas or within areas meeting the intent of the LWCF Act. States with perpetually large and/or growing Acquisition Management carryover balances may receive a reduced allocation to encourage use of the carryover balance. WO-350 typically retains significant Acquisition Management (3130) funding in the WO for mid-year distribution.

Project Name

STATE	County	Congressional District																																							
Location	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Acquired to Date</th> </tr> <tr> <th style="width: 33%; text-align: center;">Method</th> <th style="width: 33%; text-align: center;">Acres*</th> <th style="width: 33%; text-align: center;">Cost (\$)</th> </tr> </thead> <tbody> <tr><td>Purchase</td><td></td><td></td></tr> <tr><td>Exchange</td><td></td><td></td></tr> <tr><td>Donation</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> <tr><td>Partners</td><td></td><td></td></tr> <tr> <th colspan="3" style="text-align: center;">Proposed for FY2006</th> </tr> <tr> <th style="text-align: center;">Method</th> <th style="text-align: center;">Acres*</th> <th style="text-align: center;">Cost (\$)</th> </tr> <tr><td>Purchase</td><td></td><td></td></tr> <tr> <th colspan="3" style="text-align: center;">Pending Future Action</th> </tr> <tr> <th style="text-align: center;">Method</th> <th style="text-align: center;">Acres*</th> <th style="text-align: center;">Cost (\$)</th> </tr> <tr><td>Pending</td><td></td><td></td></tr> </tbody> </table> <p style="text-align: right; font-size: small;">*Includes fee and conservation easement interest</p>		Acquired to Date			Method	Acres*	Cost (\$)	Purchase			Exchange			Donation			Other			Partners			Proposed for FY2006			Method	Acres*	Cost (\$)	Purchase			Pending Future Action			Method	Acres*	Cost (\$)	Pending		
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Bureau of Land Management

Bureau of Land Management
Land and Water Conservation Fund
FY2006 Fact Sheet

Project: _____

Owner name(s)?	
Resource threat(s)?	
Name of approved Land Use Plan proposal is in compliance with? Approval date.	
Is property within a unit of the NLCS or an ACEC or SRMA? Name of area.	
Is the property an inholding/edgeholding?	
Proposed use of property if purchased?	
Conservation easement opportunity?	
Exchange opportunity?	
Preliminary title opinion received?	
HazMat evaluation done?	
Appraisal completed? Value?	
Resource rehabilitation/restoration costs?	
Would purchase of the property enhance protection of sage grouse habitat within the project area?	
<u>Acquisition Partnership</u> Has the property been optioned and/or prepurchased by a third party for resale to a Federal partner? If "yes", name of third party. Is the purchase "leveraged"?	
<u>Management Partnership</u> Has or will the property be cooperatively managed by other Federal or non-Federal partners? Who? Type of management?	
<u>Political Support (Who? Verbal/Written?)</u> Local/State/National political support?	
Can funds be obligated in FY2006?	

Authorization

Is this purchase authorized?	Yes	No	FLPMA (and companion authority?)
Has legislation authorized a funding ceiling?	Yes	No	
If "Yes", what is the authorized funding ceiling?	\$		
How much funding has been appropriated to date <u>over</u> the ceiling?	\$		

Funding

FY2004 LWCF appropriation?	\$
FY2005 <u>President's Budget</u> LWCF request?	\$
Appropriations to date? (this or another name?)	\$
Current unobligated balance as of _____	\$
Plans to use unobligated balance	

Purchase Status	Tracts	Acres	Cost	Cost/Acre
Purchases completed thru FY2003				
Purchases scheduled for FY2004				
Purchases planned for FY2005				
Purchases planned for FY2006 ¹				
Parcel 1				
Parcel 2				
Parcel 3				
Remaining lands to be acquired				

¹ If multiple parcels are proposed for FY2006 purchase, please list individually (acres, cost, cost/acre)

Procedure for Compiling Federal Land Acquisition Priority List

I. Minimum requirements (must be met in all cases)

1. The property is (a) within the boundaries of an existing Federal conservation/recreation unit, if such boundaries are set by statute; or (b) contiguous with property now comprising a Federal conservation/recreation unit, if the unit's boundaries are administratively determined; or (c) the initial "building block" of a newly authorized Federal conservation/recreation unit.
2. The property presents no known health/safety/liability problems (e.g. hazardous waste contamination, unsafe structures).
3. There is no current indication of opposition from current owner(s) to Federal acquisition of the property (condemnations may be necessary in rare instances).
4. The cost of infrastructure necessary to make the property accessible, safe, and usable by the general public does not exceed 10 percent of the estimated purchase price.

II. Ranking Criteria

Each potential purchase meeting the minimum criteria is scored by summing points received from meeting one or more of the following "ranking criteria". The indicated number of points is awarded if the proposed purchase would meet the definitions of each criterion listed below. (See instructions beginning on Page 6).

Criterion	Definition	Points
1A	Prevent <i>imminent</i> (within 2-3 years) property development that is determined by the State Director to be incompatible with the affected unit's authorized purpose(s).	50
1B	Prevent short-to-medium term (within 4-8 years) property development that is determined by the State Director to be incompatible with the affected unit's authorized purpose(s).	25
2A	Provide multiple recreation opportunities and is within a county with a population of 1,000,000 or more.	80
2B	Provide multiple recreation opportunities within 100 miles of a Metropolitan Statistical Area (MSA).	50
2C	Provide multiple recreation opportunities between 100 and 250 miles of a MSA.	35
2D	Provide limited recreation opportunities within 100 miles of a MSA.	35
2E	Provide limited recreation opportunities between 100 and 250 miles of a MSA.	20
3A	Preserve habitat of endangered species.	40
3B	Preserve habitat of threatened species.	30
3C	Preserve a recognized type of ecological community, to promote natural diversity.	20
4	Preserve a nationally significant natural or cultural feature of a type not now represented in any Federal conservation/recreation unit.	40
5A	The principal benefit to be derived from the acquisition is its wetlands characteristics as defined in the Emergency Wetlands Act of 1986.	80
5B	The property contains wetland or riparian area that is relatively scarce or unique.	60
5C	The property contains a wetland or riparian area that while not scarce or unique nevertheless provides substantial public benefit.	40
6A	Includes existing infrastructure required to make property accessible to and usable by the general public and by elderly/physically challenged citizens.	40
6B	Includes existing infrastructure required to make property accessible to and usable by the general public, but not by elderly/physically challenged citizens.	20
7	Expands a unit with a record of visitor-day growth exceeding 5 percent per year in at least three of the five prior years.	20
8	Improves manageability and efficiency of a unit.	20

Criterion	Definition	Points
9	Results in Federal savings in acquisition costs through the use of exchange, donation, and other alternatives to the direct purchase of property at full value. Add <i>five points</i> for each estimated 20 percent savings in Federal acquisition costs up to a maximum of 25 points.	5-25
10	Involves Federal acquisition of less than full fee title to the property (e.g. purchase of conservation easements).	10
11	Involves significant non-Federal partnership. For each non-Federal partner (State, local, private) contributing significant resources (“significant” – at least 25 percent of acquisition, development, or management costs), add <i>five points</i> , up to a maximum of 15 points.	5-15

Ranking criteria listed under a single number (e.g. “1.A.”, “1.B.”) are mutually exclusive; points may not be awarded for more than one. For example, a proposed purchase may score 40 points for meeting criteria 3.A., but cannot score 70 points for meeting criteria 3.A. and 3.B. Each property proposed for purchase would normally be scored separately. However, if several related properties are proposed for purchase as a group to optimize use of funds, the group could be assigned a composite score.

III. State Director’s Recommended Priority Ranking

Each State Director should prioritize up to five (1-5) FY2006 submissions. Those states managing public lands in more than one state are permitted a total of five submissions, no exceptions. The State Director’s ranking is a recommendation to the National Review Team and the Director, final selection of national priorities may alter these priorities to reflect national goals.

Departmental LWCF Project Ranking Criteria/Instructions

I. Minimum Requirements

1. Show type of designation under A, B, or C.
- 2-4. Check if minimal requirements are met. If met, rank the project under the following criteria.

II. Ranking Criteria

1. A or B. Show type of potential development/damage.
2. A – E. Use current census and MSA map. Show the name of the city designated as an MSA. Use the nearest boundary of the county in which the city is located in determining the distance from the project area.
3. List the threatened or endangered species (Federal List).
4. To receive points the project must be a “one-of-a-kind.” (e.g. No points are provided if the project is another wild and scenic river, historic trail, etc.). Describe the unique feature.
5. Consult the RMP for Wetland/Riparian values and review the 1986 Emergency Wetlands Act for characteristics.
6. Points are provided if the project is currently useable by either the physically challenged or the general public without improvements.
7. Use an estimate based on similar sites if specific data is not available.
8. No points are available for new projects located entirely on non-Federal land.
9. This criterion relates Federal expenditures to the fair market value of the property. For example, if almost one half of the property value (not number of tracts) can be acquired by exchange or donation (rather than purchase), 10 points would be available.
10. Points are available if any acquisition in the project is for a less than fee title interest (i.e. conservation easement).
11. Each non-Federal partner must contribute at least 25 percent of the cost in order to receive points. Identify the partner.

III. General

1. Fill out a ranking sheet for each submission.
2. Only one alpha factor may be used for a single numbered criteria (ex: 2.A., not 2.A. and B.).
3. Use N/A if criterion does not apply.
4. Provide name and title of evaluator.
5. Rank projects in State recommended priority order on bottom line of form.

<i>I. MINIMUM REQUIREMENTS</i>			
1			
A/B/C			
2			
3			
4			
<i>II. RANKING CRITERIA</i>			
	Narrative	Points Available	Points Allocated
1A		50	
1B		25	
2A		80	
2B		50	
2C		35	
2D		35	
2E		20	
3A		40	
3B		30	
3C		20	
4		40	
5A		80	
5B		60	
5C		40	
6A		40	
6B		20	
7		20	
8		20	
9		5-25	
10		10	
11		5-15	
Total Points (Items 1-11)			
<i>III. STATE DIRECTOR'S RECOMMENDED PRIORITY RANKING</i>			